



## City of Minneapolis

### CAREER OPPORTUNITIES BULLETIN

WEEK of July 14, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

**Assessor I – Exam #21523 / Hourly Salary \$25.11 up to \$32.73**

**APPLICATION PROCESS:** ALL applicants **MUST** submit a completed: 1) **Online City of Minneapolis application**, 2) **A copy of your license** (i.e.) Assessor License, Appraiser License, Real Estate License, 3) **Resume** (must be submitted prior to the job closing date). **POSITION INFORMATION:** Currently, there is one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department to perform specialized and technical field and office work in the assessment of real estate properties. **MINIMUM QUALIFICATIONS (Education, Experience and License):** **Education and Experience:** **One** of the following: A Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent and one year full-time real estate appraisal experience **or** Any Associates Arts degree and a minimum of two years of full-time real estate appraisal experience. **Licenses/Certifications Requirements:** 1) Valid Driver's License and a reliable car to use while performing assessment duties, 2) Must have or be able to obtain certification as a "Certified Minnesota Assessor" within twenty-four months of hire, and 3) Must have or be able to obtain certification as an "Accredited Minnesota Assessor" by July 1, 2019, or within four years of having become licensed as a certified Minnesota assessor, whichever is later. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, July 14 through Friday, August 1, 2014.**

**Assessor III – Exam #21517 / Hourly Salary \$29.30 up to \$38.18**

**APPLICATION PROCESS:** ALL applicants **MUST complete and submit:** 1) **City of Minneapolis application**, apply online at <http://www.minneapolismn.gov/jobs/index.htm>. Applicants are encouraged to be as detailed as possible in the online application with regards to experience and work duties. 2) **Resume** must be submitted prior to the job closing date. 3) **Copy of License(s)** must be submitted prior to the job closing date. **POSITION INFORMATION:** Currently, there is one (1) full-time, non-exempt vacancy to be filled in the Assessor's Department. **PRIMARY RESPONSIBILITY:** Perform specialized and technical appraisal work for the most complex properties located within the Central Business District of the City. **REQUIREMENTS:** **Education:** Bachelor's Degree in Real Estate, Architecture, Engineering or equivalent. **Experience:** Three years of experience which has included fee appraisal and real estate sales. **Licenses/Certifications Requirements:** Senior Accredited Minnesota Assessor (SAMA) or equivalent, and Valid Driver's License. **Equivalency:** Accredited Minnesota Assessor or General Associate Member of the Appraisal Institute with MAI Status or Certified Minnesota General Appraiser. You must achieve Senior Accredited Minnesota Assessor status within 24 months of hire. **Applications accepted Monday, June 30 through Friday, July 18, 2014.**

**Automotive Mechanic – Exam #21492/Salary \$24.859 Starting**

Enter position information. The Public Works' Fleet Division has an Automotive Mechanic position (one non-exempt vacancy) available. The position will perform mechanical repairs/preventive maintenance on City fleet of vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc. **Qualifications:** Experience: Three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines. Education: Successful completion of an 18 to 24 month college/vocational course, at an accredited school in vehicle maintenance/repair or equivalent.\* **NOTE:** Applicants must include a copy of your transcripts with their application materials. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, July 14<sup>th</sup>, 2014.**

**City Planner- Exam #21516 Annual salary \$48,287.00 up to \$66,829.00.** The Community Planning and Economic Development Department is seeking a City Planner. The City Planner will perform professional planning work requiring excellent analytical and communication skills in planning processes of standard to moderate degrees of difficulty. The City Planner is an entry-level planning position with CPED. This vacancy is with the Land Use, Design and Preservation section of CPED and includes implementation of City policies through review of development proposals. The work associated with this position includes frequent deadlines while conducting land use and preservation analysis. The City Planner works independently as part of a multi-disciplinary team. For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Applicants failing to submit all required material as listed in the job announcement will not be considered. **Open for applications through Friday July 18, 2014.**

**Engineer I Instrumentation & Controls (Electrical) Water – Exam 21511/Salary \$49,393 - \$65,915**

Enter position information. The position requires the ability to perform a variety of technical engineering work for capital construction, operations and maintenance activities. **Qualifications:** **Education:** Bachelor's Degree from an accredited college or university in Electrical Engineering, Electronics Engineering or Electrical and Computer engineering. **\*It is highly desirable that proof of your degree/coursework is submitted with your application materials.** (Note: Persons who may be invited to the departmental job interview process may be required to provide a copy of their degree/coursework at that time) **Experience:** This is an entry level position, years of experience performing engineering work is a plus, but not required. **License/Certificates:** It is highly desirable that persons possess and continue to maintain a valid Driver's License by the date of hire. **Driver's license information will only be checked for those persons who may be invited to the job interview process.** Allen-Bradley ControlLogix Programmer certificate within 2 years of hire. Engineer-in-Training (EIT) certificate required within six (6) months of the date of hire. **If you currently possess an EIT certificate, you are highly encouraged to submit a copy of your certificate with your application materials.** **Applications accepted through Monday, July 28<sup>th</sup>, 2014.**

**Enterprise Contract Administrator #21503 Salary: \$68,357 up to \$85,718**

Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **Qualifications** **Experience:** Four (4) years of contract management experience that includes a minimum of two years in a supervisory capacity. **Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Equivalency:** An equivalent combination of education and experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through July 15, 2014.**

**Enterprise Procurement Specialist #21502 Salary: \$66,232 up to \$84,492**

Responsible for the continuous growth, utilization, and improvements of the P-Card program and for monitoring and ensuring that related policies and procedures are followed to comply with City, State and Federal regulations. Responsible for identifying and creating process improvements, including the implementation of new software and upgrades of existing systems. **Qualifications** **Experience:** Four years of related experience, which includes public purchasing experience in an administrative role with corporate credit, P-Card or Travel Card Programs a large complex organization, experience with writing and enforcement of policies, procedures and internal controls. **Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Licenses/Certificates:** Any Purchasing Card certification is preferred. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through July 15, 2014.**

**ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

**Foreman Painter – Exam 21518/Hourly \$35.104**

One, full-time vacancy to be filled in the Finance and Property Services Department. Supervise, coordinate, and participate in the work of skilled employees engaged in the application of decorative and protective coats of paint, varnish, stain, enamel, lacquer and other wall coverings and finishes to exterior and interior surfaces of City structures, facilities, buildings, and properties. **Qualifications** **Education:** Successful completion of an apprenticeship approved by the State Division of Apprenticeship Training or a comparable apprenticeship program. **Experience:** 3 years' experience as a Journeyman Painter. **Licenses/Certifications** **Requirements:** Valid Driver's License and Journeyman Painter License. **Applications accepted through July 23, 2014**

**Licenses and Consumer Services Inspector Exam #21514 Hourly Salary: \$24.035 up to \$33.503** The City of Minneapolis is seeking an Inspector to perform inspection, investigation and enforcement work to ensure compliance with licensing and other consumer protection ordinances and laws. Document evidence, prepare complete reports and testify effectively. **Qualifications: Experience**-Three years' professional level experience in work related to consumer protection, code enforcement, law enforcement or government administration. **Education**-Bachelor's Degree in Education, Business, Urban Affairs, Administration or a closely related field with coursework concentration in Public Affairs (or equivalent). For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday July 18, 2014**

**Senior Collaboration Architect – Exam #21513 / Annual Salary \$90,506 up to \$110,576**

**Application Process:** ALL applicants MUST complete and submit: 1) City of Minneapolis Online Application, apply online at <http://www.minneapolismn.gov/jobs/index.htm>. Applicants are encouraged to be as detailed as possible in the online application with regards to experience and work duties, 2) Resume must be submitted prior to the job closing date and can be emailed to [Joel.lampe@minneapolismn.gov](mailto:Joel.lampe@minneapolismn.gov). **POSITION INFORMATION:** There is currently one exempt, full-time Senior Collaboration Architect vacancy to be filled in the Information Technology Department. **REQUIREMENTS: Experience:** At least six (6) years of progressively responsible experience with digital information management using enterprise-class content management system; and/or experience managing or playing a significant support role in delivering collaboration services, such as intranet social media services (e.g., websites/blogs/surveys/online meetings), document-sharing and document management (e.g., SharePoint sites), and/or significant role in policy administration for collaboration and content management processes and toolsets. **Education:** Bachelor's Degree in digital information management, digital communications, software process management, or related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Tuesday, July 15, 2014.**

## APPOINTED POSITIONS

**Director of Internal Audit (APPOINTED POSITION): Annual Salary: \$99,355 - \$109,814**

The City of Minneapolis is looking for a Director to lead the Internal Audit (IA) function. It plans, directs, and coordinates the IA strategy for the City. It assists all operating departments in the discharge of their responsibilities by providing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed to facilitate protection of the City's resources. The Director will have a unique opportunity to develop the IA function, its roles, relationships, and processes, and build the City's organizational audit competence. **Qualifications:** Bachelor's Degree in Business, Accounting, Public Administration or closely related field, and 8 years of progressively responsible experience in conducting and coordinating internal audit activities in a complex organization, including at least 4 years of supervisory or managerial experience directly responsible for the work of professional internal auditors. Requires a professional designation of Certified Internal Auditor (CIA) or Certified Public Accountant (CPA). **Resumes accepted through July 16, 2014.**

## CITY EMPLOYEES ONLY

**Multifamily Housing Finance Specialist Exam #21522 Annual Salary: \$70,401.00 up to \$89,941.00 Restricted to CPED**

CPED is seeking a Multifamily Housing Finance Specialist. The position will Manage assigned Multifamily Housing Finance programs, and advise other CPED staff regarding regulations and requirements for housing finance tools and programs. **Qualifications: Education** - Bachelor's Degree in Business, Finance, Urban Planning, Public Administration or equivalent. **Experience** - Five years of related experience with federal and state housing finance programs and housing development. **Certificates** -National Development Council Certification as a Housing Development Professional. For a complete job announcement and to apply online please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applicants are required to follow the application process listed in the job announcement. Open for applications Monday July 14, 2014 to Friday, July 25, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.